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ABSTRACT

This report of a 10-month study performed at the Institut Danois des Echanges Internationaux de Publications Scientifiques et Litteraires (IDE) on its exchange program for duplicate monographs provides an analysis of the working methods and time spent on the various phases, i.e., acquisition, processing, and distribution. The major function of the Institute is to coordinate and centralize Danish exchanges, and IDE is in charge of the exchange of official publications for all Danish libraries, doctoral theses and other publications issued by the University of Copenhagen, and the periodicals of the Danish National Library and the State and University Library of Arhus, as well as serving as the national center for the exchange of duplicate books. (CMV)

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The Economic Aspect of the Exchange of Duplicates. Time Studies on Books. A Case Study.

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THE ECONOMIC ASPECT OF THE EXCHANGE OF DUPLICATES.

TIME STUDIES ON BOOKS. A CASE STUDY.

In continuation of the analysis carried out by the Gift and Exchange Section of the British Library, Boston Spa, and of The Universal Serials and Book Exchange, Incorporated, USBE, Washington, D.C., the IDE during the past 10 months performed time studies on its exchange of duplicate monographs.

In many respects the working conditions and tasks of IDE differ from those of the Gift and Exchange Section of the British Library: IDE's duplicates are used exclusively for exchange purposes, domestic as well as international. All duplicates are received at the Institute and are catalogued there. Solely duplicates intended for exchange are catalogued, and only one set of lists is prepared and distributed among domestic and foreign libraries simultaneously. The material examined at IDE is less extensive than that of the two above institutions. The analysis of the processes is expressed in net working time excluding rest periods. The figures were obtained over periods of consecutive hours or days.

Consequently, the results of the studies of the British Library and those of the IDE are not altogether comparable. The analysis of the working methods and the time spent on the various phases of the work at IDE had to be made from a viewpoint differing from that of the British Library.

The examination was limited to time studies, while no cost studies were undertaken for this paper. Cost studies would not be comparable, due to varying salaries of the different countries.

It is hoped that the present study may provide supplementary information on the exchange of duplicates to institutions performing or intending to establish such exchanges. With a view to this the paper gives a detailed description of working methods which have been found time-saving at the IDE.

Organisation of the IDE

IDE, Institut danois des Echanges internationaux de Publications scientifique et littéraires, is a Government institution. It was founded in 1946 with the aim of coordinating and centralizing Danish exchanges. The Institute is in charge of the exchange of official publications for all Danish libraries and of the exchange of doctoral theses and other publications issued by the University of Copenhagen. The Institute edits two annual bibliographies which are based on the material received for the above two exchanges: Impressa publica Regni danici (Bibliografi over Danmarks offentlige publikationer), which lists Danish official publications and all Danish dissertations, and a yearly bibliography of the doctoral theses and other publications of the University of Copenhagen.

IDE handles the exchange of periodicals of the Danish National Library (Det kongelige Bibliotek), and of the State and University Library of Århus (Statsbiblioteket i Århus). Further IDE runs a dispatch service for Danish Government institutions and, last not least, the Danish exchange of duplicates is centralized in IDE.

The staff consists of two academically educated librarians, one librarian, one staff member previously experienced as a bookseller, 3 full time and 1 half time clerical emplcyees. a half-day driver and various trainees, working at the Institute for shorter periods of time.

Exchange of Duplicates

In my opinion centralization of the exchange of duplicates has many advantages.

At a centre the exchange of duplicates is an organized routine and not a casual job, taken up now and then, when times permits; therefore the duplicates of a centre may be made available a short time after they have been weeded out from libraries.

Requests for missing material may be directed to one place and they have greater chance of being complied with, since a comprehensive collection of duplicates will naturally offer a wider choice of publications and longer runs of periodicals.

Finally, the staff of a centre will acquire a considerable experience in evaluating duplicates as well as an all round knowledge of the needs and requirements of the individual partners at home and abroad.

Such experience also proves to be of advantage in the distribution of foreign offers. In Denmark with its centralized system of duplicate exchange all foreign lists are sent to the IDE, which circulates the lists among relevant Danish research libraries. When the latter have made their selection, IDE will undertake the ordering of books requested by the libraries. Immediately on receipt the IDE will distribute the material requested and keep statistics of the number of publications received from each individual foreign partner.

WORKING METHODS

The following table gives a survey of the various phases of treatment of a duplicate monograph from its receipt at the Centre, until it is forwarded to another institution. The average time employed is stated for each unit, except for units 4 and 11 requiring no calculable time, and excepting the printing of stencils which takes place outside the Institute.

Finally, the paper gives an account of the number of books examined in each process and the different categories of staff performing the work that was the object of time studies.

The work falls into three main parts:
Acquisition, processing and distribution.

ACQUISITION

1. Unpack
2. Discard unwanted items
3. Sort and shelve received material in subject groups

PROCESSING

4. Select duplicates for exchange lists
5. Catalogue books on slips and provide the books and slips with numbers
6. Arrange slips and books alphabetically
7. Proof-read slips
8. Stencil list from slips
   [Printing of stencils]
9. Select recipients for list

DISTRIBUTION

10. Dispatch lists to partners
11. Collect requests received
12. Mark requests on distribution list
13. Allocate duplicates
14. Keep statistics of outgoing duplicates
15. Pack duplicates and post them to partners

Staff in duplicates section

The member of the staff with many years' experience as a bookseller is in charge of the duplicates section and has no other fields of work. All other staff members, except one, work in the duplicates section, when they can spare time from the various other exchange activities for which they are responsible. The cataloguing and typing of stencils is carried out by trainees and the clerical staff.

Sources of duplicates

The majority of all large Danish research libraries, various other institutions and occasionally even private persons pass on their surplus material to the Exchange Institute, whose annual accession amounts to approximately 1,000 running metres (about 75,000 items).

The holdings are generally of the order of 900-1,200 running metres, covering all subject fields. The duplicates are forwarded to IDE either in parcels or in containers; they may also be brought by car. Copenhagen libraries will frequently ask IDE to collect their duplicates.

Large consignments are generally announced beforhand by a telephone call. In order to avoid dispatch of useless material the Exchange Institute may ask libraries to roughly characterize the collections offered by them.

The head of the duplicates section may visit Copenhagen libraries offering duplicates in order to select publications which can be used for exchange, at the same time weeding out superfluous material.

None of the material received is accompanied by catalogue slips.

ACQUISITION

1, 2. Unpacking of material and discarding of unwanted items.

A preliminary sorting of duplicates takes place simultaneously with the unpacking of them; generally 10 - 20 per cent prove to be of no value and are discarded at once.

3. Shelving in subject groups.

The material is sorted out and shelved in broad subject fields. Until two years ago the duplicates were split up into 24 groups, but we have found that a consistent and reliable

systematization in small groups requires highly qualified personnel to spend more time on the sorting out than we can well afford. Instead, we prefer to concentrate our efforts on a clear bibliographical description of the duplicates to make them readily identifiable, and on producing more and longer lists than formerly. Incidentally, our new system enables us to utilize duplicates belonging to - for IDE - rarish subject fields such as music or art much better than before. These particular duplicates are often of special interest to the libraries, but our old system rarely allowed us to put out lists of such groups, as our holdings were usually much too small for a list.

Books and periodicals are shelved separately and placed in the following 10 groups:

I Humanities:

1. Literature, linguistics, music, theatre, film.
2. History, archaeology, art, architecture, politics, philosophy, religion, psychology, sociology, education, miscellanea.
3. Library science, general bibliography.
4. Economics, statistics, law.

II Medicine:

5. Medicine.
6. Pharmacology.
7. Odontology.
8. Medical abstracts and bibliography of medicine.

III Natural science:

9. Agriculture, biology, geography, meteorology, veterinary science, forestry, horticulture, fishery, botany, zoology.

IV Exact sciences:

10. Mathematics, physics, chemistry, engineering, astronomy, cybernetics, data processing.

Single issues of valuable periodicals are not included in the lists, but are shelved apart with a view to the possibility of establishing longer runs on the basis of future deliveries.

So far we have found that the response to the duplicates lists has not declined after the introduction of a reduced number of subject groups, although we were aware that in many libraries lists covering narrower fields can be examined more conveniently.

4. Selection of duplicates for exchange lists.

The Institute endeavours to maintain a rotation of the various fields in its duplicates lists; but the choice naturally also depends on the number of duplicates available to IDE within the various groups.

5. Cataloguing on slips and numbering of books and slips

Cataloguing of the duplicates takes place only for such duplicates which are offered on exchange.

As distinct from the practice in the British Library the title pages of the books are not marked by a cataloguer beforehand; the catalogue cards are typed directly. Books offering special problems to the cataloguer are put aside for consultation with a qualified staff member.

The catalogue slips are provided with the following information:

1. Author's surname and first name or initials
2. Title and subtitle
3. Publisher if a research institution
4. Doctoral dissertations are marked "diss." followed by the name and locality of the university.
5. Place of publication
6. Year of publication
7. Title and number of series if any

Each catalogue slip is numbered, and a yellow slip carrying the same number is inserted in the book.

On one occasion, at the preparation of a list of dissertations printed in Danish and English, it proved possible to avoid cataloguing on slips (stage 5). The stencils were typed direct from the books. Naturally such a procedure is only possible if the material is uniform and printed in languages familiar to the cataloguer, in this case a trainee librarian.

Nearly all duplicates of the IDE are printed in foreign languages. Lists of duplicates (books) in the field of the humanities may consist of as much as 33 per cent of titles in the Slavonic languages and in Finnish.

6. Alphabetical arrangement of slips and books.

After the cataloguing, the catalogue slips are arranged alphabetically, and the books are shelved in alphabetical order by means of the numbers on the catalogue slips and on the corresponding yellow slips in the books. This is a recently introduced system which facilitates and shortens the procedure of alphabetical shelving very considerably.

RANK XEROX

During the processing phase it is a relief, and therefore a time-saving factor that the alphabetical order of the books may be disregarded. Thus books may be conveniently put aside for consultation, and it is also possible to include incoming books in the collection which is being catalogued.

7. Proof-reading of slips.

Either before or after slips and books have been arranged alphabetically the catalogue slips are proof-read by a qualified member of the staff.

In order to avoid that the catalogued books are displaced or taken away by visitors from Danish research libraries, who have free access to the rest of the collections, or by staff members needing a book for fulfilling a request, the catalogued books on the shelves are kept stringed together until distribution.

8. Typing of stencils.

Typing out lists on stencils is done at the IDE by the clerical staff, whereas the printing of the lists takes place at the Royal Library.

Lists have recently begun to be duplicated by a photocopying process rendering the use of stencils unneccessary, thus reducing the time spent on typing by approx. 25 per cent. The figures are those of the less time-consuming system.

All lists are provided with a number and an expiry date, and each page carries the number of the list.

9. Selection of recipients for duplicates lists.

Three years ago IDE sent out a questionnaire to 325 foreign exchange partners, asking them to indicate their fields of interest. As 90 per cent returned the questionnaire, the IDE now has a fairly comprehensive survey of the interest of its partners.

The system of Danish research libraries is characterized by a high degree of specialisation. Besides their broader areas of interest several libraries are responsible for the development of narrower fields.

By personal contacts the duplicates section has aquired a good additional knowledge of the special interests and needs of most Danish research libraries.

All exchange partners, domestic as well as foreign, are identified by code numbers; the addresses selected for each list are printed by means of an addressing machine.

DISTRIBUTION

10. Dispatch of lists to partners.

As mentioned above the duplicates lists are sent to foreign and domestic partners simultaneously.

Lists for overseas addressees are sent by air mail, as printed matter, in order to make it possible for those partners to observe the time limit of 3 months before the distribution of the publications requested from the list takes place.

Owing to budgetary restrictions IDE now dispatches all lists as printed matter, since the postage for letters has been considerably raised. No decline in the number of requests has been observed, however.

11. Receipt of requests.

Incoming requests are filed list by list to be complied with on the date of distribution.

12. Marking of requests on distribution list.

At the expiry of the time limit a distribution list for monographs is drawn up.

Letters or lists returned from exchange partners are numbered. The numbers of the partners are entered in the margin of a copy of the exchange list serving as a distribution list; every title of the list will show how many and which libraries require the title.

Use of the distribution list for allocation makes reference to the individual letters or lists returned by exchange partners superfluous, thereby simplifying the allocation procedure and saving time.

13. Allocation of duplicates.

It is a principle at the allocation to give priority to the most important Danish libraries. For foreign libraries the total amount of exchange material received by the IDE within all exchange activities (this applies first and foremost to duplicates and new periodicals) is taken into consideration.

Following the maxim "first come first served" would, naturally, be the easier and quicker way of distributing duplicates. However, this system is considered not just. Remote countries will be at a disadvantage as to posting; likewise large libraries are generally bound to be less privileged as their acquisition policy is complicated.

At the allocation of IDE's duplicates all exchange partners are allotted a share as far as possible. This means in practice that libraries ordering one or two titles are accommodated first. As for the remaining requests the priority ranking is applied.

The material is sorted out into piles, provided with address labels and form letters indicating that the books were forwarded in response to orders from one of IDE's exchange lists, at the same time stating the number of the list reacted upon and the amount of duplicates dispatched. Partners receiving no allotments to comply with their requests are notified to that effect.

The remaining duplicates (at an average of 10 per cent of the titles) for which no orders were received is kept for a couple of months in order to give exchange partners who have not been able to keep the time limit an extra chance of having a few of their requests fulfilled.

Part of the publications left over are offered a second time, part of them may be sold, and the rest is pulped.

When new duplicates are received, the IDE tries to keep an eye on items which were ordered in vain from previous duplicates lists by some of its exchange partners, because too many libraries asked for the same title.

14. Keeping of statistics.

Statistics are kept of the number of books and issues of periodicals forwarded by way of duplicate exchange to each partner. They are partly intended for the annual report of the institute and partly serve to ensure a reasonable balance in the exchanges.

Still the IDE in its exchange of duplicates is rather broad-minded, refusing to follow a strict volume for volume policy.

15. Packing and posting of duplicates.

Finally, the various consignments of duplicates are taken to the dispatch department of the IDE from where they are sent out to the addressees.

To most libraries in Copenhagen the duplicates are taken by IDE's driver. Some of the duplicates are sent in collective consignments to similar exchange centres abroad, and in case no such centre exists, they are sent direct to exchange partners.

In order to save administrative work and on the theory that the amounts for incoming and outgoing material will be approximately equal IDE does not charge postage or freight, neither does it pay any freight expenses for incoming material.

Supplementary utilization of duplicates

It is obvious that with its limited personnel the IDE is unable to prepare lists of 1,000 running metres a year. Generally 20 lists are issued a year each list covering an average of 600 titles. However, IDE has other ways of making use of its duplicates:

Visits from Danish research libraries are encouraged, and visitors are given free access to the shelves except for the collections which are catalogued for exchange lists. The visitors select the duplicates they need for their libraries.

In this way the IDE has contributed towards the building up of the stocks of recently established Danish university libraries and institutions and of Danish collections abroad.

On an average the IDE receives visitors from 30 institutions a year.

From time to time libraries of the developing countries or libraries which have suffered special privations apply to Denmark for help. Their applications are often directed to the Ministry of Education, the Ministry of Culture or to the National Library. In most cases the Exchange Institute has proved able to contribute publications to meet the need of such applicants.

The IDE has obtained a permission to sell duplicates which are considered difficult or impossible to place by exchange. Instead of receiving money from the antiquarian booksellers the IDE will establish an account with them on which to draw for the benefit of Danish libraries which have delivered duplicates to IDE.

Occasionally IDE sends special offers f.i. of particularly valuable works or long runs of periodicals to Danish institutions or to such foreign partners, as have provided the IDE with a considerable amount of valuable exchange material. Quite often domestic libraries apply to IDE by telephone asking for a specific publication in which case IDE endeavours to fill the gap.

From time to time the Institute is able to react on desiderata lists received from domestic and foreign libraries whose requirements it attempts to meet to the greatest possible extent.

At the planning of the 3 papers on the economy of duplicates exchange it was agreed to analyse only the cost studies. As for the benefit of such exchanges the aspect of re-use should not be the sole consideration. Duplicates exchange will offer libraries unique (and cheap) opportunities of obtaining otherwise unavailable material such as missing issues of periodicals and sold out publications urgently needed.

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Copenhagen

	WORK PHASE	NO. OF ITEMS (BOOKS)	TIME PER ITEM (MINUTES)	NO. OF PERSONS	CATEGORIES + OF PERSONS
1	Unpack				
2	Discard unwanted items	3650	1	2	A
3	Sort and shelve received material in subject groups	2500	2	4	A, A1, B
4	Select duplicates for exchange lists		no calculable time		
5	Catalogue books on slips and provide the books and slips with numbers	1000	2,3	2	B
6	Arrange slips and books alphabetically	2630	1,5	3	B
7	Proof-read slips	1200	0,3	3	A
8	Stencil list from slips [Printing of stencils]	2300	0,5	3	B
9	Select recipients for list				
10	Dispatch lists to partners	1788	0,4	2	A, A1
11	Collect requests received		no calculable time		
12	Mark requests on distribution list	2488	0,3	3	A, B
13	Allocate duplicates	2488	0,6	3	A
14	Keep statistics of outgoing duplicates	1850	(0,0016)	1	A
15	Pack duplicates and post them to partners	2772	0,5	2	A1, B
			total: 9,4		

A: Staff members: librarians and head of duplicates section
A1: Head of dispatch section